**Incident Response Emergency Telephone Checklist**

Part 1: Completed by a Business Support Team (BST) Administrator.

Part 2 + 3: Completed by the Environmental Inspector assigned to the operator. If unavailable it should be completed by the on-call Inspector or any other available Inspector. If no Inspector available, the Inspectorate Administrator should complete parts 1 to 3.

The caller should first be advised that in order to ensure all relevant information is gathered, a checklist will be used to ask a series of questions relating to the installation, the incident and the response.

If the caller is unable to answer a question, *‘information not provided’* should be recorded on the checklist. The information can be provided at a later date if required.

Part 1: Records essential contact details and a brief one or two-line summary of the incident.

Part 2: Records incident specific information. Note that some of this information is contained within the OPEP and the caller need not provide it if the OPEP is available (e.g. if taking the call in the office)

Part 3: Records response specific information.

Inspector judgement should be used to determine whether all questions are relevant to the incident and whether it is appropriate to request all information during the initial call or to obtain during subsequent discussions with the operator.

**PART 1 – OPERATOR AND INSTALLATION INFORMATION**

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| Date and time of call |  |
| Name of caller |  |
| Employing company |  |
| Position within company |  |
| Contact telephone number |  |
| Alternative contact number (whenever possible should be an onshore number) |  |
| Installation name, field name and installation operator/NPI Owner |  |
| Well Operator (If applicable, e.g. Drilling operations) |  |
| Date, time and brief summary of incident*Note: this should be no more than one or two lines (e.g. we have had an oil spill from a pipeline; we have a fire on-board; we have a gas leak and have down manned etc)* |  |

**PART 2 – INCIDENT INFORMATION**

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| **Inspector should introduce themselves and ensure caller has around ten minutes available in order to provide the required information. If they do not - ask them to provide the contact details of someone who has.** |
| Incident details (expand on summary above and include well/pipeline numbers if applicable) |  |
| Are there casualties |  |
| What has been spilled |  |
| How much has been spilled |  |
| Is the spill on-going |  |
| Pollution appearance(rainbow, sheen etc) |  |
| What are dimensions of any visible pollution (length, width and coverage) |  |
| Is installation damaged |  |
| Is the installation shut down |  |
| Have personnel been down-manned |  |
| POB (if applicable) |  |
| What is worst case spill potential (max inventory, max flow rate etc) |  |
| Weather (clear, cloud, fog) |  |
| Wind (speed and direction) |  |
| Sea state and wave height |  |
| Has a PON1 been submitted |  |

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| **Only request the following information if OPEP is not available. If OPEP is available Inspector to add details once call completed** |
| Block number |  |
| Latitude & Longitude |  |
| Distance and direction from nearest land e.g. 120 miles East of Fraserburgh |  |
| Distance and direction from nearest median  |  |
| Water depth |  |

**PART 3 – RESPONSE INFORMATION**

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| **Inspector judgement should be used to identify which of the following information is relevant to the incident in question** |
| Has operator ERC been mobilised (if so, where and when) |  |
| Has/will aerial surveillance be mobilised (provide ETA) |  |
| What other resources has/will be mobilised to assist response(ROV, DSV etc, provide ETA) |  |
| Details of any other installations which may be impacted |  |

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| Advise caller (if appropriate) that there is an expectation that spill modelling and/or environmental impact assessments should be undertaken |  |
| Advise caller (if appropriate and safe to do so) that samples of any pollution should be taken and retained for analysis |  |

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| Agreed time of next update and/or missing information and provide your contact details to caller |  |